

CITY OF LONG BEACH

C-5

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 18, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Public Works Department Administration Bureau as shown in Exhibit A: and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Public Works Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in fiscal year 2017 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Maria de la Luz Garcia
City Clerk

MG:md

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH APPROVING AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, AND WRITINGS BY THE PUBLIC WORKS DEPARTMENT, ADMINISTRATION BUREAU

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Public Works Department, Administration Bureau, of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes,

ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2016, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT “A”




RECORDS DESTRUCTION REQUEST

1. Date 09/08/2016

Honorable Council of the City of Long Beach

2. The Public Works, Personnel Division respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1.	<p>APPROVED REQUISITIONS Records consist of requisition documentation, hiring freeze exception forms, unbudgeted request forms, and certified list of eligible candidates. Once requisitions have been fulfilled with the requested amount of vacancies filled, notations are made for the hired applicants and the requisition documentation if filed by requisition number, by year.</p> <p>Requisition documentation is stored in Personnel Division filing cabinets and are to be retained for two years in addition to the current year.</p>	2008, 2009, 2010, 2011, 2012, 2013	1	N/A
3.	<p>DRIVER'S LICENSE RECORDS & DMV PULL NOTICES Records for employee's California Department of Motor Vehicles driver's license validity, endorsement information and expiration, license restrictions, license and medical card expiration dates, and any conditions thereof.</p> <p>These records contain confidential information and are stored in a secure location in the Personnel Division offices.</p>	2010 2011 2012 2013 2014-9	2	N/A
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: <u>9/29/16</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>10/5/16</u>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
4.	<p>EMPLOYEE TIMECARDS</p> <p>Records consist of weekly employee time records. These records include recorded time for scheduled hours, vacation/sick/executive/holiday leave, overtime hours, skill pay, and charge point information.</p>	2008, 2009, 2010, 2011-9	3-47	N/A
5.	<p>HIRING AND RECRUITMENT FILES</p> <p>Files consist of documentation relevant to hiring processes for specific vacant positions. Documentation includes applications, interview notes and rating sheets, reference checks notations and Request for Authorization to make job offers.</p> <p>Files contain confidential hiring information and are stored in secured filing cabinets in the Personnel Division office. Hiring files are filed by position name and requisition number.</p>	2008 2009 2010 2011 2012 2013-9	48-56	N/A
6.	<p>HRMS REPORTS</p> <p>Files consist of monthly downloaded HRMS reports with customized notations, which explain certain inaccuracies of report, reference pending requisitions for given positions, and provide more accurate information than static report that is printed at the beginning of the month.</p> <p>Monthly customized HRMS reports are filed in Department files at the beginning of the following month of its publication and organized by year and month.</p>	2009 2010 2011 2012 2013 2014 -9	57	N/A